

Attachment 3-A

Sample Resume Format

Name:

Citizenship:

Level of Access Authorization/Clearance:

[If security clearance application is pending, please describe.]

Proposed Position with Offeror:

Current Position and Employer:

Length of Employment:

Education:

[Identify institution, degree earned, date of degree(s) or date of attendance if no degree earned. If the degree is from a foreign institution, explain what would be an equivalent degree from a U.S. institution. Identify any other relevant training (seminars or workshops attended, formal employer training, etc.)]

Experience (current and at least two (2) previous employers or positions):

[Provide a chronological work history, starting with your current position and working backwards. Identify employers, position titles, dates of employment, and specific duties and responsibilities. Describe relevant experience. Also, describe how work experience related to the RFP PWS issues and capability to function effectively in his/her proposed position.]

Leadership, Professional Development and Achievements:

[Identify professional memberships, professional registrations or activities, awards received, special recognition, publications, patents, etc.]

Attachment 3-B

Sample Letter of Commitment Format

Instructions: attach a complete, signed copy to each key personnel resume.

Name:

Proposed position:

Offeror:

I, _____ [print name], attest that the statements set forth in the attached resume submitted as part of the proposal of the Offeror noted above are true and correct.

If the Offeror noted above is awarded a contract as the result of the submission of the proposal, I will be available to work on the contract at the time of contract start-up.

Signature

Date